

Parks and Recreation – Program Supervisor - The County of Greene has an opening for a full-time Program Supervisor in the Parks and Recreation Department. Job duties include, and are not limited to, acting as receptionist for office, processing accounts receivable/accounts payable, processing class registrations, organizing, developing, planning and supervising well-balanced recreation programs, preparation of facility for scheduled activities, etc. Some evening and weekend hours will be required. A valid Virginia driver's license is required. The successful candidate must pass a criminal background check. Applications may be picked up in the County Administration Office located at 40 Celt Road, Stanardsville, VA 22973 or downloaded from the County website: <http://www.greenecountyva.gov>. Return completed applications to County Administrator, P. O. Box 358, Stanardsville, VA 22973. The position is open until filled. EEO, AA, M/F/H/V employer.

Program Supervisor - Recreation

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work providing primary office assistance and administrative support in a department, preparing and maintaining detailed records and files, preparing reports, assisting the public, and related work as apparent or assigned. Work is performed under the limited supervision of the department supervisor. Some evening and weekend work will be required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Responsible for organizing, developing, planning, and supervising well-balanced recreation programs

Hires and supervises part-time contractual service personnel associated with above programs

Serves as a spokesperson of the department in the community in the absence of the Director, and creates a collaborative relationship with community education, school divisions, and other pertinent organizations.

Supervises participants using Parks and Recreation programs and grounds/facilities; endorses facility and County policies; maintains order during assigned times.

Prepares facility for scheduled activities as assigned; secures and closes the assigned facility; maintains records of facility use and reports maintenance needs.

Enters usage and patron data into the computer.

Receives, sorts, processes and distributes incoming and outgoing mail.

Operates a variety of standard office equipment; performs light maintenance on photocopy and scanning equipment.

Greets program participants/visitors/instructors; answers questions regarding programs and classes in person and via telephone and internet.

Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.

Types a variety of documents including correspondence, mailing lists, labels, reports, requisitions, memoranda, etc.; checks items for clerical accuracy and completeness.

Coordinates and assists with processing accounts receivable, accounts payable, payroll, budgetary and other financial data; reconciles invoices with payment vouchers; prepares bills; performs calculations and posts to statistical and other records applying knowledge of regulations.

Prepares and maintains a variety of office files, accounts and other records; assists with budget process; complies information and verifies data.

Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.

Receives and processes class registrations, rental and applications.

Accepts monies for sales of various products; keeps record of sales; deposits monies in assigned place.

Maintains inventory records of rental equipment and facility equipment; reports any damage to equipment; inspects safety of equipment; checks out/in program equipment.

Knowledge, Skills and Abilities

General knowledge of recreation, fitness and/or arts and leisure related programs; general knowledge of the principles and practices and the need for security of recreational facilities and programs; ability to maintain order in a public facility; general knowledge of business English, spelling and arithmetic; general knowledge of County and departmental programs and policies and terminology; general knowledge of and ability to operate personal computers, associated software, hardware and peripherals; ability to read and understand moderately detailed policies, procedures and job related materials; ability to type accurately and at a reasonable rate of speed; ability to

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make arithmetical calculations; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and some experience providing administrative support, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.